

ARS □ CSREES □ ERS □ NASS

Policies and Procedures

Title: Procurement of Passenger Transportation Services

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Budget and Fiscal Services Branch

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This Directive states policy for the procurement of passenger transportation in connection with official business or travel.

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1. Abbreviations

- AAO - Area Administrative Officer
- ABFO - Area Budget and Fiscal Officer
- AD - Area Director
- AM - Administrative Management
- ATR - Agriculture Travel Regulations
- CFR - Code of Federal Regulations
- FMD - Financial Management Division
- FTD - Federal Travel Directory
- FTR - Federal Travel Regulations
- GTR - Government Transportation Request
- NFC - National Finance Center
- NPS - National Program Staff
- TMC - Travel Management Center

2. Forms

SF-1169 - U.S. Government Transportation Request

3. Definitions

The term **cash** as used in this DIRECTIVE includes personal credit cards, checks, travelers checks, and currency.

The term **passenger transportation services** includes all common carrier transportation services provided by commercial airlines, railroads, helicopter services, ships, buses, streetcars, subways, taxicabs, rental automobiles, and any other necessary means of conveyance.

4. Authorities

ATR 1-10 41

CFR 101-41

FTR 301-2, 301-10

NFC Procedures Manual, Title II, Chapter 2, Section 3

5. Policy

It is ARS policy that employees use Government contractor-issued charge cards, GTR's, or authorized TMC's instead of cash, except as noted in section 8 for procuring transportation services for official business.

6. Delegation of Authority

- The Administrator; Deputy Administrators, AM and NPS; AD's; and Division/Staff Directors, AM, are authorized to approve the use of cash in excess of \$100 for the procurement of transportation.

This authority must be restricted and redelegated in writing only when it is necessary. Retain any redelegation of this authority on file and provide copies to FMD to permit monitoring of the system.

- The Director, FMD, is authorized to sign on behalf of the Administrator, ARS. The AAO's are authorized to sign on behalf of the AD's.

7. Responsibilities

The **Administrator, ARS, or designee**, is responsible for monitoring and controlling cash purchases of transportation services in a manner that will ensure such purchases are kept to a minimum.

It is the **ABFO's** responsibility to make the traveler aware that the use of a GTR, contractor- issued charge card, or Government Transportation System account may be required to obtain certain discount fares and to comply with the mandatory provisions of the FTR governing the use of contract airline service between designated city-pairs. Cash shall not be used to circumvent the regulations governing airline city-pair contracts.

8. Situations When Cash May Be Used

Employees may use cash to procure official transportation services as follows:

- Employees are **required** to use cash to procure all passenger transportation services costing \$10

or less, excluding Federal transportation tax, and to pay excess baggage charges costing \$15 or less.

- ARS employees are **permitted** to use cash, in rare instances (without written approval), to procure passenger transportation services when the cost is over \$10 but does not exceed \$100 excluding Federal transportation tax.

Approval for use of cash in excess of \$100 by ARS employees must be obtained prior to travel. If time does not permit prior approval, post-approval to use cash for official travel expenses must be obtained.

9. Procedure For Use Of GTR's

Departmental procedures for use, control, and preparation of GTR's are specified in the NFC Procedures Manual.

NOTE: GTR's may not be issued to travel agents unless the travel agency is under contract to GSA and USDA/ARS has agreed and arranged to obtain transportation services from that TMC. A list of current TMC's is published monthly in the FTD.

10. Procedure For Obtaining Approval To Use Cash

Travelers will justify and request approval to use cash (in writing) and route the request through appropriate levels of management as outlined in section 6.

JANE L. GILES
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